Arizona Department of Health Services

Office for Children with Special Health Care Needs

Date:

(Insert Inside address)

Dear:

I would like to take this opportunity to introduce myself to you. My name is _____ and I am a Family Resource Coordinator with _____ & the Arizona Department of Health Services (ADHS) Office for Children with Special Health Care Needs (OCSHCN). I received your name from _____. I would like to contact you regarding the Family Resource Coordination Program. This program provides Family Resource Coordination for Children and Youth with Special Health Care Needs (CYSHCN), Traumatic Brain Injury (TBI), and Spinal Cord Injury (SCI) individuals birth to 18 years of years of age and up to twenty-one years of age once in the program. The Family Resource Coordination is at no cost to the family. Should you choose to participate in this program you and your family will work with a Family Resource Coordinator regarding issues surrounding TBI, SCI, and/or other Special Health Care Needs. This may include but is not limited to providing information, help with transition to school or work, or assisting in locating professionals in your community.

Please fill out the following information and return in the self addressed stamped envelope.

_____ Yes, I am interested in participating in the ADHS/OCSHCN Family Resource Coordination Program

_____ CYSHCN
_____ TBI
_____ SCI

Individual's Name _____

Name of parent/guardian _____

Contact phone number _____.

Best day of the week & time to be reached _____.

_____ No, I am not interested in participating in the ADHS/OCSHCN Family Resource Coordination Program at this time. I understand that I may contact you at a later date if I change my mind and wish to participate in the ADHS/OCSHCN Family Resource Coordination Program.

I look forward to meeting and working with you. If you have any questions or concerns, please feel free to contact me. I can be reached at _____. I sincerely appreciate you taking the time to review this information and look forward to hearing from you now or in the future.

Sincerely,